

CONFIDENTIAL

56-3720

Approved For Release 2001/07/12 : CIA-RDP78-04718A002000080006-7

25 OCT 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Recruitment Facilities at 2430 E Street, N. W.

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 6.

2. During the past three years 21,425 applicants for employment with CIA have been interviewed in 100 North Building. These people have been of all types, ranging from the grammar school graduate seeking a position as a file clerk, to the business executive (referred to us by Congress or the White House) who is "volunteering" his services. They come from the Washington Metropolitan area, all parts of the country, and from foreign lands. A surprising number of them have qualifications for CIA work and eventually are employed.

3. The major portion of the over 21,000 persons, who have applied for employment during the past three years, know CIA only through their contact with the Departmental Recruitment Branch. This contact often involves (except in cases where special arrangements have been made) a lengthy wait (or arrangement for a tentative appointment for the next day and then a shorter wait). The waiting can be accomplished in a number of ways: sitting in the reception room if a chair is free, standing or sitting on the front steps, depending upon availability of space and the dignity of the individual, or standing in the hallway outside the reception room and interfering with employee traffic. When his "turn" arrives, the applicant is ushered into the Departmental Recruitment Branch offices. It is an accepted fact that the average person is impressed with the facilities of the place where he seeks employment. He aspires to live in an impressive home and to work in an impressive plant. He reasons that the first CIA office he has ever entered is representative of (and probably a little better than) any office to which he may be assigned, should his quest for employment be successful. This reasoning will probably prove fallacious if he successfully follows through on his application, but the initial impact of 100 North Building may well deter him from proceeding.

4. The total office space occupied by the Departmental Recruitment Branch measures 24 feet by 27 feet. At present, there are eight employees working within this area, and each, with the possible exception of the three clerical assistants, is usually carrying on a private interview with an applicant. Usually many more are waiting, although they do not enter the offices of the Departmental Recruitment Branch until asked. Three interview desks are located in a room measuring 18 feet by 13 feet, and are separated by a 4 feet, 10 inch glass partition. There is no location in the area for an interview

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of a confidential nature such as should be accorded the rather frequent contract employee who has just returned from overseas to apply for a staff assignment. Proper privacy would have prevented the Agency the embarrassment of having a prospective JOT, who was being interviewed, from overhearing a disgruntled former employee loudly berating the Agency for the treatment he received overseas. Telephone conversations between interviewers and other employees can be readily monitored by an applicant who is being interviewed at a nearby desk. In spite of all the efforts of the interviewers, certain conversations of applicants reverberate throughout the area creating a very disturbing effect.

5. The interviewing load of this office has increased each of the past three years. To meet these increases, personnel have been added from within the Personnel Procurement Division T/O. We have now reached a saturation point in the physical layout. We cannot add additional interviewers to meet peak or continuing loads for want of a place to seat them. Neither can we provide a comfortable waiting room and facilities for the present flow of applicants.

6. We recommend, from a standpoint of public relations and efficiency, that the interviewing facilities in North Building be expanded and modernized. If you wish to discuss this further with me, I shall be glad to do so at your convenience.

Signed

Harrison G. Reynolds
Director of Personnel

The recommendation in paragraph 6 is approved:

H. Gates Lloyd
Acting Deputy Director
(Support)

Date

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